



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: Disease Control Unit Coordinator (*Provisional Appointment)

SALARY: \$37,956 - \$48,615 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is non-nursing position responsible for coordinating the activities of the Disease Control unit at the Public Health Department. Responsibilities involve supervising and participating in case investigations and reporting of all communicable diseases (with the exception of Tuberculosis and Sexually Transmitted Diseases). The employee reports directly to and works under the general supervision of the Clinic Services Administrator. General supervision is exercised over a subordinate clerical and professional staff. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Epidemiology, Nursing, Public Health or other health related field plus two (2) years of paid full time or its part-time equivalent professional** experience in epidemiology, disease control, nursing or public health, OR in data collection and analysis; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Epidemiology, Nursing, Public Health or other health related field plus one (1) year of experience as defined in (A) above; OR
- (C) Any equivalent combination of education and experience as defined in (A) or (B) above.

**professional experience does not include clerical, secretarial or receptionist-type duties.

SPECIAL REQUIREMENT(S):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:	Monroe County Department of Public Health 111 Westfall Road - Human Resources Rm:752B Rochester, NY 14620
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Posting Deadline: December 5, 2011

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.